

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is highly responsible administrative work as chief of the city fire department. Work involves the planning, directing, and coordinating of all activities of the department. The Fire Chief is subject to call at all times and answers to the Mayor and city council as head of the department.

EXAMPLES OF WORK

(Note: These examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed).

Plans and directs the general policies and functions of the entire fire department.

Exercise direct supervision over several subordinate supervisors and directly supervises all department employees.

Responds to all big fires and to those in congested areas and assumes command of operations there.

Initiates action for the purchase of all equipment and supplies, and appears before the city governing body relative to these and other matters.

Provides for the preparation and orderly maintenance of various department records and reports.

Provides for the general care and maintenance of all department property, fire alarm systems, and all buildings and grounds.

Provides for the efficient operation of a fire prevention program; for a practical employee training program; and for the investigation of the causes and circumstances of all fires.

Maintains a public relations program, informing the public by various means of the work of the fire department.

Provides for the preparation of periodical department operating budgets.

Maintains peace and good working conditions in the department, reprimands or praises orally or in writing, employees and works with the local Civil Service Board on personnel problems.

Performs related work as required.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum and at least six (6) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that

graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate, and at least ten (10) years of progressively responsible experience in full time fire service positions, at least four (4) years of which must have

been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

BA	05-20-63
Rev	12-16-74
	09-25-89
	11-06-89
	07-26-93
	04-02-07
	06-13-14